

Human Resources Division
Staff Development
Training Course Catalog

Mission Statement

Human Resources Staff Development is committed to enhancing the skills, knowledge, and professional development of TDCJ employees through quality training programs and innovative training delivery techniques. Our goal is to offer the best, most effective job-related training possible in order for employees to improve the level of service provided to our customers, both inside and outside TDCJ. Our belief is in the value and potential of each individual we serve.

Partnerships

Learning is a continual process. Supervisors and employees must partner with each other for this process to be successful; with both employees and supervisors fully involved and committed. As supervisors, the role as coach is critical. Positive coaching and constructive feedback improves competencies in work performance. The formula for excellent performance is a combination of learning and application in the workplace. Partnerships between management and employees increase and accelerate excellent performance.

Before you enroll in a course, we recommend the following steps:

1. Locate the name and a brief descriptive explanation of the course; and
2. Contact your human resources representative for enrollment assistance.

Note: For more information about training offered by the Human Resources Division, or for assistance in accessing the Training Course Catalog, contact Human Resources Staff Development (HRSD) by e-mail at hrrsdtraining@tdcj.texas.gov or by phone at 936-437-4114.

To locate course schedules and enroll in available courses, contact your human resources representative.

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MAN0BAB, Building a Bridge to the Future Leadership Training (22 hrs):

This course is facilitated by Human Resources Staff Development with the unique opportunity for participants to be trained by TDCJ officials. Topics covered reflect insights into TDCJ leadership, vision and goals, and how implementing important management tools can combine to create synergy across divisional lines, building unity within TDCJ. Staff in the B19 through B21 range and comparable C series are nominated by their division director and selected for participation by TDCJ's executive director.

DHIR, Direct Hire:

This session is mandated through PD-97, Training and Staff Development, which states each employee will attend a Direct Hire Session on the first day of employment or reemployment.

During the Direct Hire Session, a newly hired or re-hired employee will receive and review the employee Direct Hire packet. Participants will be informed about employee benefits, fraud prevention, detection, and reporting and will review TDCJ policies and procedures prohibiting discrimination, including sexual harassment. New and returning employees will view the current *Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics Training* video.

New and returning employees will automatically be enrolled and notified of the date to attend. An employee who has attended the Direct Hire Session will sign the PERS 191, New Employee Document Receipt, verifying that the employee has received various documents and has attended Standard Employment Discrimination Training.

DIVAM2014/DIVPM2014, Diversity (4 hrs):

This course is designed to increase awareness and understanding of the differences in our workplace, leading to positive communication and inclusion, and embracing respect and equality for all agency employees.

WELLAM1/WELLAM2/WELLPM1/WELLPM2, Employee Wellness (1 ½ hrs):

This course identifies the five dimensions of wellness, the effects of an imbalance in wellness, and the programs available to assist TDCJ employees in maintaining overall wellness.

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EEOV014, Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics Training Video:

Equal Employment Opportunity (EEO) training is required by Texas Labor Code 21.010 and TDCJ policy. To comply with this requirement, this video is shown during every Direct Hire session and Pre-Service Training Academy. In addition, policy requires that all TDCJ employees review this video every two years. You will be notified by your human resources representative when you are required to view this video.

HREAM28/HREPM28, HR Rep Employee Records & Verifications (3 hrs):

This course highlights policies PD-55, Human Resources Records and Files and PD-56, Request for and Release of Employment Information or Documents. This training reviews subpoenas, employee files and the steps to take in response to Public Information Requests and Verifications of Employment. Contact your human resources representative to enroll in this class.

HR-FMLA, HR Rep Family and Medical Leave Act (7 hrs):

This course is for all HR staff and administrative assistants who process Family and Medical Leave paperwork. Participants learn comprehensive information from Federal Law to calculate, process, and track an employee's entitlement. Practical application includes several examples and exercises to strengthen understanding.

HRESS13, HR Rep Essentials (40 hrs):

HR Rep Essentials provides the newly promoted or direct-hired HRS III with in-depth training of policy and procedures for the supervisor's core responsibilities in the HR office. Training is provided by program area technical authorities in a classroom setting; allowing for one-on-one attention and interaction. The HRS III will be nominated for this training by the HR Administrative Support Section Director.

TR2AM15/TR2PM15, HR Rep Intermediate Time Reporting (4 hrs)

This course is recommended for human resources representatives and all employees involved with time reporting. This course continues the training in proper payroll and time entry procedures for TDCJ employees and provides the necessary resources to ensure an employee's paycheck is processed with a high degree of accuracy.

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TR12015, HR Rep Introductory Time Reporting (6 hrs)

This introductory payroll course is recommended for human resources representatives and all employees involved with time reporting. This interactive training covers proper payroll and time entry procedures for TDCJ employees and provides the necessary resources to ensure an employee's salary and personnel transactions are processed with a high degree of accuracy.

HRLEAVE, HR Rep Leave Benefits (7 hrs):

This course is a prerequisite to FMLA. Leave Benefits provides a basic understanding of all TDCJ leaves available to employees. Participants examine administrative leave, to include jury duty, death in the immediate family, and military leave, as well as health care provider's statements, and leave without pay options.

HREAM30/HREPM30, HR Rep Records Retention (4 hrs):

This course provides specific, detailed human resources representative instructions for both active and inactive files in the HR Field Office. This training is necessary for supervisors who train staff members to assist in the retention process.

OVERLAP/OVERLAM/OVERLPM, HR Rep Schedule Overlaps (4 hrs):

This course will provide human resources representatives, and all employees who are involved or supervise payroll and time reporting, with interactive training to process Unit/Department Schedule Overlaps. Attendees should have a working knowledge of the TDCJ Payroll process. Prior completion of the Payroll and Time Reporting training course is required.

UPCAM12/UPCPM12, HR Rep Selections Monitoring and Report Tracking (S.M.A.R.T.)

(3½ hrs):

This course introduces the participant to the Selections Monitoring and Report Tracking System (S.M.A.R.T.). A hands-on exercise is used to train the participant on the steps required to enter applications and selections information as well as produce the required human resources related documents and reports needed to process a selection. The Smart Reference Guide can be printed from the HR secure site training center in the training manuals.

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REFHRTS, HRTS Refresher (8 hrs):

Prior completion of HRTS is required for this course. Updated information is provided regarding revisions and clarifying supervisory responsibilities and procedures for managing employees in the areas of employee relations, wellness, and employee services.

HRTS009, Human Resource Topics for Supervisors (HRTS) (20 hrs):

This course, mandated by PD-97, is designed to provide supervisors with information to effectively perform their jobs; including how to deal with everyday human resources situations that confront supervisors regarding State and Federal Law and TDCJ policy. This course incorporates management techniques into the training which is designed to encourage supervisors to use a proactive approach when dealing with employees regarding human resources situations. The course contains modules on rules of conduct, disciplinary, criminal charges, grievances, EEO and Title VII, timekeeping and leaves management, drug free workplace, ethics, performance evaluations, and wellness. Your human resources representative will notify you of the day and time of training after your promotion to a supervisory position.

During the Sergeant, Food Service, and Laundry Manager Academy, a twenty-hour block is set aside for Human Resources Topics for Supervisors (HRTS). This satisfies the requirement mandated by PD-97, Training and Staff Development. All newly selected sergeants, food service managers, and laundry managers will be enrolled by their human resources representative.

MSCAM14/MSCPM14, Mastering Telephone Skills (4 hrs):

This course is recommended for all employees who answer the telephone and interact with other TDCJ employees and the public. This interactive training covers such areas as having a positive attitude, using a pleasant voice, and developing rapport with callers. In addition, participants will discuss tips on handling irate callers, multi-tasking, and stress.

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MSC0011, Orientation Session (8 hrs):

This course is mandatory through PD-97, Training and Staff Development, and is to be held within 30 days of an employee's employment or re-employment date. All employees and contract employees not attending the Pre-Service Training Academy are provided an overview of the TDCJ's organizational structure, communication methods, and safety and security precautions to be taken while working in a correctional environment. General information, applicable to both contract and TDCJ employees, is covered during the first portion of the training. Once this is completed, contract employees are released to return to work and TDCJ employees are provided training on human resources related topics (i.e., workers' compensation, payroll, and selections). Your human resources representative will automatically enroll you within 30 days of your employment or re-employment date and will notify you of the time and date.

P-FORUM, Parole Division Leadership Forum (18 hrs):

This forum provides an opportunity for senior level Parole management to meet with the TDCJ executive leadership to discuss operational oversight and effective management in order to optimize the present workforce. This course is offered at the direction of the executive director and the Parole division director.

MAN0004, PD-71 Manager's Training (2 hrs):

This course is offered to employees through their human resources representative or human resources regional coordinator and provides participants with a thorough overview of PD-71, Selection System Procedures, as well as each participant's responsibilities towards the completion of the interview process. This course is mandatory for all employees prior to taking part in any part of the selection process. The participants will receive several handouts which will be useful resources for them when they return to their workplace. Your human resources representative will enroll you prior to your taking part in the selections process.

SPI2014, Sensitive Personal Information (15 min):

Sensitive Personal Information training is required by Senate Bill 1609 and provided to employees by supervisory staff. The purpose of this course is to make employees aware of their responsibilities regarding sensitive personal information they may have access to in their position with TDCJ.

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15EE015, TWC-CRD Compliance Training, (4 hrs):

The Texas Workforce Commission-Civil Rights Division (TWC-CRD) provides this compliance employment discrimination training for TDCJ employees at the discretion of agency management.

WHE2015, Wage & Hour Training, (15 min):

This course of instruction is to make employees aware of their responsibilities regarding time reporting to ensure compliance with state and federal laws and PD-91, Work Cycles and Compensable Hours of Work.

WHS2015, Wage & Hour Training for Supervisors, (15 min):

This course of instruction is to make supervisors aware of their responsibilities regarding time reporting to ensure compliance with the state and federal laws and PD-91, Work Cycles and Compensable Hours of Work.